

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL, HOME OWNER PROTECTION SECTION CONSUMER PROTECTION DIVISION

Provides paralegal support to attorneys in Home Owner Protection Section. Assigned to three or more attorneys. Reports to Director. Principal duties include:

Duties:

- Process discovery requests directed to clients; contact clients or liaisons to obtain documents and responses to discovery; keep track of due dates and prepare motions for enlargement of time.
- Identify, collect, and prepare evidentiary materials in support of investigation of real estate licensing and mortgage lending cases, including affidavits and documentary evidence. Legal research if requested.
- Assist in as drafting pleadings and preparing litigation files as directed by assigned attorneys.
- Assist in case management of consumer complaints and litigation cases for the Section. Manage a small caseload.
- Other duties as assigned by Director.

Skills:

- Proficient at word processing (Word 2000 or equivalent), email (Outlook 2000 or equivalent).
- Good public relations skills, including ability to work with consumers to obtain information in a timely manner.
- Pleasant telephone demeanor, as consumers and opposing counsel must frequently be contacted by phone.
- Familiarity with residential real estate transactions and/or mortgage lending.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.

- Familiarity with summary judgment process, including admissibility of evidence.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required.
- Awareness of ethical concerns, including need for confidentiality.
- Paralegal degree